**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 7th of February 2023 at 7.30 pm.**

**Councillors in attendance** Cllrs Bramma (Chair) Smith, Crossley-Rudd, Fox, Knox, Howson and Lewin.

Village Clerk Diane Brown. There were seven members of the public in attendance.

**Agenda**

**22.178 Apologies**

There were no apologies given and none needed. In between meetings Cllr Dunkerley had resigned and Cllr Crossley-Rudd had changed her mind about resigning. This was Cllr Lewin’s first meeting, and she was welcomed.

**22.179 To receive any amended declarations of interest from members.**

None were received.

**22.180 To identify any items for discussion that may require the exclusion of the press and public**.

There were none**.**

**22.181 To approve the minutes of the Council Meeting of the 3rd of January 2023.**

**It was resolved to approve the minutes of the 3rd of January 2023.**

**22.182 To receive reports from**

**a) Local Community Policing Team**

The report has been received and publicised.

**b) Children’s Playground**

Cllr Bramma gave a report on the Playground which had had a professional inspection by an external company in December. Only minor issues were raised which have all been addressed.

**c) Allotments Representative**

Cllr Howson stated that there were no issues on either site and that there was a new plot holder on the Swillington Lane Site.

**d) Swillington Educational Charity Representative (SEC)**

Cllr Knox updated the meeting re the closure of the Charity.

**e) Village Hall Reporting – All relevant aspects**

Cllr Knox updated the meeting with regards to the January meeting. He is to measure the doorways to ensure that an appropriately sized trolley is purchased. He also said that Margaret Best the VH Treasurer is to resign at the end of the financial year which is sad news as Margaret does a sterling job. A replacement will be needed as soon as possible.

**f) Speed Indicator Updates (SID’s)**

There was no report as Cllr Coleman has resigned. Cllr Fox volunteered to complete this task. The Chair said he would meet with Cllr Fox to ascertain how the data was obtained.

**g) Report from the Chair**

Cllr Bramma had distributed his report prior to the meeting which was noted and accepted.

**h) January Delegated Expenditure**

There was none.

**(i) Events Planning Working Party Update**

The Chair updated the meeting. The next meeting will incorporate discussions regarding Christmas lights provision and environmental projects. He said that the Cinema event had been well received and that 90 tickets had been sold for the candlelight event.

**22.183 Co-option of a Councillor.**

There has been one application and all Cllrs in attendance agreed that this was a good one. **It was resolved to elect Benjamin Musther as a Swillington Village Councillor.**

**22.184 Grant application from Swillington Scorpions Women Rounders Team- To consider and decide**.

Members of the Rounders Team were in attendance and eloquently explained the purpose of their application for funds. **It was resolved to grant Swillington Scorpions £500**.

**22.185 Timing of the May 2023 meeting – To consider and decide.**

Owing to the timing of the 2023 elections and the booking of the Village Hall **it was resolved that the May meeting would take place on the 16th of that month.**

**22.186 YLCA Reps - To consider and decide.**

Owing to the resignation of Cllr Coleman there is a YLCA Rep vacancy. **It was resolved that Cllr Lewin would be the second Rep for Swillington Village Council.**

**22.187 Cost of Projector and sound system for the Village Hall- To consider and decide.**

Cllr Jake Knox is taking the lead on this project and outlined the costs and the breakdown of the budget required. The total budget will be in the region of £2,500 and will be shared with the Village Hall Committee. **It was resolved that this was appropriate expenditure and the existing budget earmarked for 2022/23 budgets would be utilised.**

**22.188 Financial Internal Controls - to consider and decide.**

The Clerk explained the need for robust financial controls which ensure the prevention of financial fraud. The updated controls were discussed, and it **was resolved to accept them. The Chair signed the Financial Controls document which will be placed in the audit file.**

**22.189 Purchase of a mobile phone for the Clerk and RFO– To consider and decide.**

The Clerk outlined the need for a VC phone particularly as she is retiring soon**. It was resolved to purchase one and the Clerk and Cllr Knox would investigate the costs.**

**22.190 Cost of a Digital Screen for the Village Hall - To consider and decide.**

It had been agreed at a previous meeting that this was a good idea. The Chair is taking a lead on this project and stated that the set-up cost would be around £500 with an annual cost of £70 after that. Costs will be shared with the Village Hall Committee**. It was resolved that this was appropriate expenditure and the existing budget earmarked for 2022/23 budgets would be utilised.**

**22.191 Feedback from the inhouse training- To consider and decide.**

All Cllrs in attendance agreed that the inhouse financial training given by the Clerk had been useful and informative.

**22.192 Warm hub for the Village Hall - to consider and decide.**

A resident had approached the Chair asking if this could be considered and she would run it. **It was resolved to trial this, and the budget implications investigated.**

**22.193 Repair of fencing Wakefield Road- To consider and decide.**

Cllr Smith updated the meeting with the need to replace this section of fencing.Previously quotes were obtained but they were excessive and in hindsight not all the fencingneedsrepair especially where there is hedging**. It was resolved to approach the cheapest tenderer and ask for another quote to repair rather than replace the fence.**

**22.194 CTIL 10712442 TEF 789- Upgrade of existing installation- To consider and decide.**

This was discussed and from the information available Cllrs did not consider that there were any implications as it was replacing what is currently there.

**22.195 Asset Register 2023- For information**

This was noted, Cllr Smith thought that the number of tables noted was incorrect and would check.

**22.196 White Rose Article Promoting Local Elections- For information.**

This information was circulated to all Cllrs so that they were aware of the expectations of the election process.

**22.197 To receive any information on the following on going issues and decide further action where necessary.**

**(a) Recruitment of the Clerk and RFO.**

The deadline for applications has now passed and 10 persons have applied. **It was resolved to** **appoint Cllrs Bramma and Knox to the Staffing Committee.** The Staffing Committee and the Clerk are to shortlist with a view to interviews taking place later in the month.

**(b) Bank Mandate**

This is being progressed.

**(c) Cold Calling Zones**

The signage has been received and the Chair is liaising with Cllrs to deliver to households.

**(d) Implications of diseased tree**

There has been no progress on this issue. The clerk will continue to pursue. Cllr Smith said that she had been in touch with the widow of Cllr Greg Moakes as this tree was planted in his memory who had been saddened by the news. The clerk will mention this in her future contact.

**(e) Issues raised Primrose Hill.**

Cllr Musther said that the anti-social behaviour was continuing and would send photos to the Clerk for her to pursue the matter.

**(f) Bridleway footpath 16 gate.**

This has been passed to Public Rights Of Way Department of Leeds CC for action.

**(g) Local Council Award Scheme**

The Council has applied and is awaiting confirmation.

**(h) Defibrillator Swillington Common**

Cllr Lewin volunteered to push this matter forward.

**(i) Siting of the third SID**

Cllr Fox volunteered to push this matter forward.

**22.198 To receive and consider any current planning proposals.**None received.

**22.199 Financial information to receive and consider the financial accounts**.

**a) January2023 accounting statements have been reconciled to the Council bank statements and presented to the Council.**

**b) The payments totalling £3,183.21 were agreed.**

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| --- | --- | --- |
| **Payee** | **Reason for expenditure**  | **Amount**  |
| **Vision ICT** | **Biennial fee** | **£78.00** |
| **IPI Playgrounds** | **Professional check** | **£102.00** |
| **AWM**  | **Waste Contract** | **£82.40** |
| **Wakefield Council**  | **Cold calling**  | **£762.00** |
| **HMRC** | **Tax** | **£352.78** |
| **SLCC**  | **Subscription** | **£177.00** |
| **Staff** | **Salaries** | **£1,501.13** |
| **Diane Brown**  | **Clerks’ expenses** | **£116.30** |
| **Virgin Bank**  | **Charges** | **£11.60** |

**22.200To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**

* Insurance renewal of £1,626.66 agreed.

**22.201 To consider and agree dates of the next meeting of the Council.**

The next meeting of the Village Council will be on Tuesday the 7th of March 2023.

This part of the meeting finished at 8.57 pm.

**Public Participation**

Matters raised included.

* Car Wash using the pavement and causing dangerous conditions, Clerk to investigate.
* Do people know they have a Village Council? Getting the word out, using the screen at the Swillington Sports and Social Club for publicity.
* A resident raised the issue of the car park at the Club. The car park belongs to the Village Council but the Club pays rent and therefore parking issues are the responsibility of the Club not the Council.

The meeting closed at 9.10 pm.

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Neil Bramma Chair Swillington Village Council

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